Course Syllabus
ACCT 2020-M51 – Fundamentals of Accounting II
Fall 2018 – 2nd term
3.0 Credit Hours

Instructor: Dr. Rita Green
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Office: Fogelman Room 208
Office Hours: As this is a fully online class, the standard means for communicating with the instructor is via email.

Course Overview:
Managerial accounting is concerned with providing information to managers and other people inside an organization who direct and control its operations. Whereas financial accounting provides essential information to outsiders for the purpose of judging a company’s performance, managerial accounting provides essential information to those people that run organizations. In contrast to financial accounting information, management accounting information is:

- designed and intended for use by managers within the organization, whereas financial accounting information is designed for use by shareholders and creditors;
- usually confidential and used by management, instead of publicly reported;
- forward-looking, instead of historical;
- computed by reference to the needs of managers, often using management information systems, instead of by reference to financial accounting standards.

Pre-Requisites/Co-Requisites:
ACCT 2010 – Fundamentals of Accounting I

Required Texts (and Related Materials):
- Connect – Connect Accounting is packaged free with the textbook if the textbook is purchased through the university or Tiger bookstore. With Connect, you also get 24/7 online access to an eBook, an online edition of the text, to aid you in successfully completing your work, wherever and whenever you choose. What’s included is an access code you’ll need to register with Connect.
If you purchase the textbook used or online or buy one used, you will need to go to the Connect class link in eCourseware to purchase Connect (located under Getting Started). Connect is required to successfully complete this course! Further instructions on Connect are detailed in a separate video on eCourseware under “Getting Started.”

The most economical means of acquiring the textbook is through Connect using only the eBook. Though a hard copy of the book is helpful, it is not required.

Keys to Success in this Course:
This is an internet-based, distance-learning course which is fast paced! For that reason, you are advised to obtain your Connect access within the first days of the course. Since this is an internet-based course, please be sure you have adequate access to the internet. Technology can be fickle, at times, so be sure you work on assignments in advance of the deadline. The deadline is your last available opportunity to submit the assignment but you can always submit assignments before the deadline. In addition, be sure you already have a backup plan and identify other places with wifi access that is available to you. If you live in the greater Memphis area, computer labs are available on campus. Online computer assisted learning (CAL) is asynchronous (i.e., takes place outside the classroom). If this is your first on-line course, it is different from any course you've ever taken. Your first task is to completely alter your mindset as to your role as a student and mine as your instructor. Your role as a student in this course is to be an active learner. This should be contrasted with passive learning in which you sit in a classroom listening to a lecture. This is different even from other, more traditional modes of non-passive learning such as group participation or discussion seminars. Active learning entails aggressively seeking and assimilating the packets of knowledge.

My role as instructor is to guide, focus, and critique your learning experience. I do this by assigning questions and projects that test your reading comprehension and direct your attention to specific accounting issues identified in the textbooks and supplemental material designed for this course. As an active learner, you seek out the information you need to appropriately address the issues. Similar to a traditional lecture classroom, modules or chapters must be completed according to the syllabus schedule. Assignments and projects are scheduled to close (end access) according to the designated dates. Once an assignment, test, or project closes, it will not be opened again and, if missed, will result in a zero for that grade.

The main reason students fail an online course is because they do not have the self-discipline required to complete an online course. Be sure you plan for the unexpected. Complete the assignments as early as possible. Inevitably, when you wait until the end of the due date, something will occur resulting in your missing the deadline. Most importantly, pay attention to the timeline set in the syllabus!

Location of Course Materials:
This is a fully online course and all course materials (lectures, discussion topics, news, etc.) are located on the eCourseware website (opens in new window).
To Successfully Complete Each Module’s Assignments:

1. Watch the Interactive Presentation for each chapter. These presentations provide an excellent summary of the material to be covered.

2. Download (and consider printing) the chapter ‘lecture’ slides, and read the chapter in the book (or eBook). The slides give the chapter objectives, an outline of the chapter, and review problems to test your comprehension of the material.

3. Open Connect and work both the quiz and required assignment for the chapter. You have two chances to get the quiz correct. Incorrect answers are displayed after completing the quiz the first time. You may work the required assignment as many times as you can up until the due date. The highest grade counts. Be sure and set reminders of due dates!

4. ‘Classroom’ participation. eCourseware contains a discussion area that each student should become familiar with and use frequently. The discussion area is a means of contacting other students in the class and is an appropriate place to discuss assignments, project questions, etc. I will be monitoring the discussion board every day or two and will intervene with comments and corrections as necessary. I encourage you to help your classmates out if you know the answer to their question. There is an Introduction Forum in the Discussion area. Please log on and introduce yourself.

Course Objectives:
Upon completion of this course, students will be able to:

1. Explain the difference between financial and managerial accounting.

2. Explain the ability to calculate costs in a job order and a process cost accounting system and understand how the costs flow through the system.

3. Understand the types of costs and how they behave in order to calculate cost-volume-profit relationships.

4. Understand the types of budgets and be able to prepare many of the budgets.

5. Gain an understanding of management’s decision-making process as it relates to product pricing, production, equipment replacement, etc.

Fogelman College Learning Outcomes for Your Degree:
This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA degree program.

• BBA Program Outcomes (opens in new window)

Course Methodology
This is an online course but this format does not alter the standards of the course. Online courses provide flexibility and as a result, much of the learning will be self-managed and self-paced but with specific deadlines to meet. This has the benefit of accommodating each student’s unique schedule and learning style. Everything will be done fully online and asynchronously (meaning the class will not meet at specific times).
Professor’s Expectations of Students:
Since this is the second accounting course, students should be aware that accounting is not a math course. It involves analyzing business transactions, knowing how to record those transactions, preparing financial reports, and interpreting financial results. Though Managerial Accounting involves less analyzing and more interpreting, it is still true that diligent and consistent course work are the keys to success. Students often falsely believe that they can wait until the night before the exam, cram everything in, and do just as well as if they prepared daily.

This course focuses on the core competencies of managerial accounting that are vital to success in management positions as well as information needed for accounting majors to succeed in upper level accounting courses. Each chapter has one or more PowerPoint lectures that you should review to help you learn the material. The textbook (or eBook) can be used as a reference for further study as needed. The textbook is also a good reference book for future career decisions you may face. Be sure to read the course schedule below to know what material will be covered and tested.

Some students have a natural talent for understanding accounting and do well on the multiple-choice exams with relatively little effort. Other students are able to master the material only after working very hard. Finally, for some students, the analytical thinking process associated with accounting is a skill that they seem to have been born without and regardless of the time and effort put into the course it just doesn’t come. If this is you and you have honestly put forth your best effort, do not get discouraged. Do the best you can, learn as much as you can, and do not become overly concerned about your ultimate grade.

Student's Expectations of the Professor:
In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, response to emails within two (2) business days, and feedback on all work submitted within 7-10 calendar days.

Grading and Evaluation Criteria:
Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

Final Course Grades:
Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>394 or above</td>
<td>A</td>
</tr>
<tr>
<td>350 -- 393</td>
<td>B</td>
</tr>
<tr>
<td>306 -- 349</td>
<td>C</td>
</tr>
<tr>
<td>262 -- 305</td>
<td>D</td>
</tr>
<tr>
<td>261 or below</td>
<td>F</td>
</tr>
</tbody>
</table>
Your overall grade for the semester is based on how well you perform on a mixture of assessed activities described in the table below.

**Summary of Graded Activities:**
Points earned on the assessed activities will be distributed as follows (note that the lowest grade of the *first three exams* will be dropped):

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect Interactive Presentations</td>
<td>30</td>
</tr>
<tr>
<td>Connect Quizzes</td>
<td>30</td>
</tr>
<tr>
<td>Connect Required Assignments</td>
<td>50</td>
</tr>
<tr>
<td>Class Project</td>
<td>30</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>440</strong>*</td>
</tr>
</tbody>
</table>

These specific assignments correspond with the headings listed in eCourseware. Students must have an average exam grade of 65 to pass this class. The average does not include the quizzes, required assignments, or class projects. It is the average of the best two of the first three exams plus the final exam. *Note: the lowest of the first three exams will be dropped.

**Exams:**
Exams are online and will consist of multiple-choice questions covering concepts, definitions, and problems requiring calculations. The first three exams are not comprehensive. The first exam covers chapters 1-4, the second exam covers chapters 5-7, and the third exam covers 8, 10, and 11. The final exam is comprehensive. **All exams must be taken during the scheduled time.** No late exams will be given except for official university-approved activities. **If a student misses an exam, then it will be considered the lowest exam grade and dropped. The final exam will be open during the final exam period per university guidelines and it cannot be dropped.**

All exams are timed and are to be taken without assistance from any human sources or websites other than McGraw-Hill Connect. In addition, you are only allowed one attempt. You are advised to select an ideal time and environment to take your test. Once you begin the exam, you must finish it in the time allotted. In other words, you **can't** begin the exam, save it, and then come back to it later. Because exams are timed the best way to achieve your best score is to prepare for them by studying and reviewing the course material prior to taking the test, as you would if you were taking the course face to face. Academic misconduct during an exam will result in a grade of zero for that exam and notification to university officials. Academic misconduct is considered unethical behavior and students should not compromise their integrity.
Extra Credit:
There are no extra credit problems offered in this course. The best way to earn a good grade is to complete all chapter assignments and prepare for the exams.

Interactive Presentations:
These are brief presentations in Connect that cover the material you are to learn. Each chapter has multiple presentations and each chapter is worth 3 points. You must watch the Interactive Presentations by the end date to receive full credit.

Quizzes:
Quizzes are attached to each of the chapters in Connect. These quizzes are worth 3 points each and close on the last date the chapter is covered (see schedule below). You may attempt the quizzes twice and the highest grade will count. Missed quiz questions are shown after you submit your quiz for grading. The quiz questions are very similar to the questions that you will see on the exams, and the importance of practicing these questions cannot be emphasized enough. The quizzes have stated end dates and will not be available after the end date.

Required Assignments:
Required assignments are all on Connect and consist of chapter problems. Homework will be graded and totals 50 possible points (5 points possible for each Required Assignment). You may work the homework as many times as you like up to the cutoff date for each set of chapters. The cutoff date will be before each exam on the new chapters and are listed below in the Schedule of Semester Activities located at the end of this syllabus. The material on the exams will be similar to the material in the homework. Students can judge their development in the course by noting how well they understand the homework.

Project:
A 30-point project consists of selected problems in Connect from various chapters. The project is to be completed by the due date.

Schedule of Semester Activities:
For a complete semester schedule of readings, activities, and due dates for assignments, refer to the Schedule of Semester Activities that found at the end of this syllabus.

Final Exam Schedule:
The final exam for this class will be open in Connect according to the below Schedule of Semester Activities.

Course Policies
E-MAIL:
All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.
Attendance:
Since this is an online class taught asynchronously, there are no scheduled meeting times. Thus, formal attendance will not be taken. However, you are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.

Instructional Assistance:
- **ESP Online Tutoring** is available free for all accounting students Sunday – Thursday from 8:00 p.m. until 10:00 p.m. You may post questions 24 hours a day, 7 days a week and the questions will be responded to the available time listed. Instructions for ESP Online Tutoring can be found at Online Tutoring Assistance (browser will open in a new window).
- Tutoring is also offered free on the second floor of the Fogelman Business building in the ESP Business Learning Center, room 256. Hours are posted on the door.
- Examples of all end-of-chapter material for which you will be held responsible are available on the practice problems on Connect.
- Should you get stuck on a homework problem, **feel free to email me so I can offer assistance. I am here to help you succeed!**

Technical Assistance
- For information on how to prepare your browser for your online course, go to: eCourseware information (browser will open in a new window).
- If you are unfamiliar with eCourseware, student guides are located at: eCourseware student user guides (browser will open in a new window).
- If you need additional eCourseware assistance, you may email alcsupport@memphis.edu.

Adding / Dropping:
If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity:
The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College's Website on Academic Integrity (opens in new window).

Participation:
To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected participate in all interactive aspects of the course. You
should also regularly communicate with the instructor as part of your overall learning experience, check into the course frequently for announcements (usually on the course home page), and actively participate in threaded discussion events (both formal and informal). You should plan on logging into the course several times each week – every day is best.

**Online Behavior:**
All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College's [Netiquette website (opens in new window)](https://example.netiquette.com).

**Late Assignments:**
Assignments and projects may be submitted anytime up to and including the date due. Review all information in this syllabus for all due dates for formally assessed work. Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. **Late assignments will not be accepted.**

**Syllabus Changes:**
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

**Student Services**
Please access the [FCBE Student Services (opens in new window)](https://example.fcbe.com) page for information about:
- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

**Final notes:**
- October 30, 2018: Last day to drop with no grade
- October 31 - November 10, 2018: Last day to drop with a grade of “W”
- August 9, 2018 – Last day of classes
## Schedule of Semester Activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/17/2018</td>
<td>Class Orientation</td>
<td>Read through “Getting Started” under Content in eCourseware.</td>
</tr>
<tr>
<td>10/17</td>
<td>Introduction to Managerial Accounting</td>
<td><em>Chapter 1</em> Connect Quiz and Interactive Presentations due <em>October 20</em></td>
</tr>
<tr>
<td>10/19</td>
<td>Job Order Costing</td>
<td><em>Chapter 2</em> Connect Quiz due and Interactive Presentations <em>October 23</em></td>
</tr>
<tr>
<td>10/22</td>
<td>Process Costing</td>
<td><em>Chapter 3</em> Connect Quiz due and Interactive Presentations <em>October 26</em></td>
</tr>
<tr>
<td>10/25</td>
<td>Activity Based Costing</td>
<td><em>Chapter 4</em> Connect Quiz and Interactive Presentations due <em>October 29</em></td>
</tr>
<tr>
<td>10/28</td>
<td>Review Chap. 1 -- 4</td>
<td><em>Connect Required Assignments (Chap 1 -4) Due November 1</em></td>
</tr>
<tr>
<td>11/3</td>
<td><em>Exam 1, Chap. 1 – 4</em></td>
<td>Multiple Choice and problems: closes November 3</td>
</tr>
<tr>
<td>11/4</td>
<td>Cost Behavior</td>
<td><em>Chapter 5</em> Connect Quiz and Interactive Presentations due <em>November 6</em></td>
</tr>
<tr>
<td>11/7</td>
<td>Cost-Volume-Profit Analysis</td>
<td><em>Chapter 6</em> Connect Quiz and Interactive Presentations due <em>November 9</em></td>
</tr>
<tr>
<td>11/10</td>
<td>Incremental Analysis for Short-Term Decision Making</td>
<td><em>Chapter 7</em> Connect Quiz and Interactive Presentations due <em>November 12</em></td>
</tr>
<tr>
<td>11/11</td>
<td>Review Chap. 5 -- 7</td>
<td><em>Connect Required Assignments Due November 15</em></td>
</tr>
<tr>
<td>11/17</td>
<td><em>Exam 2, Chap. 5 – 7</em></td>
<td>Multiple Choice and problems: closes November 17</td>
</tr>
<tr>
<td>11/18</td>
<td>Budgetary Planning</td>
<td><em>Chapter 8</em> Connect Quiz and Interactive Presentations due <em>November 20</em></td>
</tr>
<tr>
<td>11/19</td>
<td>Decentralized Performance Evaluation</td>
<td><em>Chapter 10</em> Connect Quiz and Interactive Presentations due <em>November 23</em></td>
</tr>
<tr>
<td>11/22</td>
<td>Capital Budgeting</td>
<td><em>Chapter 11</em> Connect Quiz and Interactive Presentations due <em>November 26</em></td>
</tr>
<tr>
<td>11/25</td>
<td>Review Chap. 8, 10-11</td>
<td><em>Connect Required Assignments Due November 29</em></td>
</tr>
<tr>
<td>12/1</td>
<td><em>Exam 3, Chap. 8, 10 –11</em></td>
<td>Multiple Choice and problems: closes December 1</td>
</tr>
<tr>
<td>Date</td>
<td>Title</td>
<td>Description</td>
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<tr>
<td>-------</td>
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</tr>
<tr>
<td>12/3</td>
<td>Review Chaps 1 – 8, 10 – 11</td>
<td>PROJECT DUE December 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Study, study, study!</td>
</tr>
<tr>
<td>12/5</td>
<td><strong>Final Exam, Chap. 1-8, 10-11</strong></td>
<td>Multiple Choice and problems: closes December 5</td>
</tr>
</tbody>
</table>